

Paraeducator – Itinerant Position

*This position is for a two-year, grant funded, itinerant Paraeducator position.
This position will be part of the Teacher and Paraprofessional Development Department,
which will provide the location assignments.*

A complete application includes all application materials, proof of education and three supervisory references.

Applicants must submit all required materials in a timely fashion.

HCPSS encourages vaccination against COVID-19 as a continuous mitigation strategy for the health and wellbeing of students and staff.

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

Description:

Under the general supervision of the principal or assistant principal, and with the direct supervision from a teacher, the Paraeducator provides assistance to students in small groups or in a one-to-one format throughout the school day. Assignments may include working with individuals and/or small groups of students. This person performs clerical work as assigned.

Essential Job Functions:

The duties listed are typical examples of the work performed by this job classification. This is not an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional related duties for the position. Not all duties assigned are included, nor are all duties listed performed in every office or every day.

- Assists teachers in implementing lesson plans and in preparing instructional materials and learning centers.
- Works with individual and small groups of students.
- Prepares bulletin boards.
- Keeps track of individual student performance.
- Checks papers.
- Operates various office machines.
- Works effectively with students including safely escorting and monitoring transitions throughout the school day and upon arrival and departure in the cafeteria and/or on the playgrounds.
- Conducts lunch count and collects lunch money.
- Locates and prepares learning resource equipment and materials.
- Provides instructional support in computer laboratories and laboratory instruction for

students.

- Performs various clerical functions to include operating a computer, recordkeeping, and attendance.
- Assists with media resources to include the operation of audio-visual equipment and making of transparencies.
- Participates in faculty discussions and planning.
- Reads, tells, and records stories.
- Schedules parent-teacher conferences and time for parent volunteers to assist in the classroom.

- Assists on field trips.
- May be required to supervise students in transit.
- Performs other duties as assigned.

Minimum Qualifications:

Applicants must meet all of the qualifications, listed herein, to be considered for the vacancy. Use the application to specifically address each qualification.

Education:

High School Diploma/GED Equivalent and a Passing score on the ParaPro Assessment.

or

48 college credits from an accredited college or university. (**must scan and upload diploma or official transcript to the online application**). Foreign credentials must be evaluated by an MSDE approved organization.

Experience:

Experience working with students in a K-12 setting is desired but not required.

Required Knowledge, Skills and Abilities:

- Ability to maintain confidentiality when discussing students' progress and concerns with staff
- Ability to communicate clearly and concisely in both written and oral form
- Ability to remain calm under trying circumstances
- Ability to reinforce lesson plans to support the educational program for student(s)
- Ability to follow directions from the teacher, which may include reinforcing instruction presented by the teacher
- Ability to provide personal attention to students on an individual basis
- Ability to work with small groups of students and assist with instruction
- Ability to discuss problems affecting students' progress and with the teacher and, if so directed, with other professional staff

- Ability to carry out assignments to completion
- Ability to perform clerical work
- Possess basic knowledge of technology and keyboarding to support student learning
- Ability to demonstrate strong human relations skills
- Ability to have strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents, and/or the community
- Ability to attend professional development sessions during the workday.

Salary:

This is a 10-month, Grade 6 position on the HCEA-ESP Secretaries and Assistants salary scale (<http://www.hcpss.org/employment/agreements.shtml>) Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

HCPSS encourages vaccination against COVID-19 as a continuous mitigation strategy for the health and wellbeing of students and staff.

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

Application:

A complete online application and all application materials, including **three** reference surveys, must be submitted to be considered. **Internal candidates must have a minimum of one reference from a current supervisor from within HCPSS.**

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- All related experience
- Dates of employment
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript

For questions regarding this vacancy, please contact:

Natasha Mahasa
Recruitment Specialist Office of Human Resources
Natasha_Mahasa@hcpss.org

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education _____

Dr. Michael J. Martirano, Superintendent

that most closely match the position qualifications and the needs of the school system.

Pre-employment Physical:

The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Howard County Department of Education.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.